**!! This page is not part of the template. Please remove it before signing the agreement!!**

**What other documents are necessary?**

You have already received the **participant agreement** for **staff mobility** , which you must sign and return to the sender as soon as possible, as this is a prerequisite for the disbursement of funds. Thank you! All [mandatory documents must](https://erasmusplus.schule/fileadmin/Dateien/Dokumente/Erasmus/Vertragsdokumente/2021/KA1/Uebersicht_nach_Aktivitaetsart_Glossar.pdf) be submitted and sent to the ISB in the further course of the process. Thank you for your support!

# Important: the document consists of 2 parts, both of which are signed by both parties with place and date!

# Part I: [Erasmus+ Learning Programme for Staff Mobility (approx. p. 7)](#UnterschriftTeilI)

# Part II: [Supplement to the Erasmus Learning Agreement for Staff Mobility](#TeilIIErgänzungLernvereinbarung)

# (approx. from page 9)

**What is this template for?**

**This is a recommended template for learning agreements under Erasmus+ Key Action 1 (accredited projects, short-term projects). The template applies to staff mobility in the field of school education.**

**What is a learning agreement?**

**A learning agreement is used to define the expected results of a learning mobility, the ways in which they will be achieved and the roles and responsibilities of the participant, the sending and the receiving organisation. It is an important document to ensure quality and to create transparency and trust between the three parties involved in a mobility activity.**

**The Learning Agreement is part of a package of documents that each participant can receive to prepare for and follow up on the learning mobility. Although exceptions are possible depending on the type of activity and the context, this package usually includes:**

* **Participant Agreement between the sending institution and the participant, which sets out the financial support for the participant and the legal framework for mobility**
* **Learning agreement that sets out the conditions for carrying out the mobility activity and the expected learning outcomes**
* **Learning Agreement Supplement , issued after the activity, confirming that the activity took place as planned. This template is designed to meet the minimum requirements for supporting documentation set out in your project's grant agreement. The Learning Agreement Supplement is not required if other documentation issued meets the same requirements.**
* **Europass Mobility - a standardised document that records the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in the Erasmus+ framework. If the specific activity format or other constraints so require, the Europass Mobility can be supplemented or replaced by other documents, including national recognition instruments.**
* **Participant report – a mandatory online questionnaire sent after the mobility to collect information on the results and satisfaction of participants.**

**Is it mandatory to sign a learning agreement?**

**The** [**Erasmus Quality Standards**](https://erasmus-plus.ec.europa.eu/sites/default/files/2021-10/erasmus-quality-standards-mobility-nov-2020_de.pdf) **stipulate that a Learning Agreement must be concluded with each participant in an individual mobility activity. The only exceptions concern activities where such an agreement is not relevant or possible: preparatory visits and invited experts. For the activity type "Courses and training", the Learning Agreement is optional and should never be used to duplicate existing documentation provided by the course provider for similar purposes.**

**However, it is not mandatory to use this specific template for your learning agreements. This template is recommended by the European Commission as it contains the minimum elements necessary for a high-quality implementation. However, you are free to modify the template or use a different template if you think it will help improve the quality of your activities.**

**How to use this template?**

**To use the template, complete the required content in each article. Throughout the template, you will find specific instructions and recommendations in [square brackets and shaded gray]. The gray shaded text and these first two pages should be removed before completing the document.**

**When completing the document, make sure the information is clear and simple enough to be understood by all parties (especially if learners are involved). Since the agreement is likely to be written in a language that is not the primary working language of all parties involved, we recommend using short and direct sentences or bullet points.**

**!! This previous part is not part of the template. Please remove it before signing the agreement! Please do not remove header or footer of this document!**

**Erasmus+ Learning Agreement for Staff Mobility**

# purpose of the learning agreement

This Learning Agreement sets out the conditions and expected results of a learning mobility organised under the Erasmus+ programme. The parties to this agreement must comply with the rules and quality standards of the programme.

# Information about learning mobility

|  |  |
| --- | --- |
| education sector | school education |
| Activity type: | job shadowing |
| Mode: | Physically |
| Start date: | April 1, 2024 |
| End date : | April 4, 2024 |

# parties to the learning agreement

The learning agreement is concluded between the participant in the learning mobility, the sending institution and the receiving institution.

## 3.1 Participant in learning mobility

|  |  |
| --- | --- |
| First and Last Name: | Maximiliane Musterfrau |
| Address: | Musterstrasse 1, 12345 Musterstadt |
| E-mail address: | Max.musterfrau@bayern.de |
| Telephone number(s): | +49 123 456789 |

## 3.2 Sending institution

|  |  |
| --- | --- |
| Name of the institution: | model school Musterstadt |
| Address: | Musterstrasse 1, 12345 Musterstadt |

## 3.3 Receiving institution

|  |  |
| --- | --- |
| Name of the institution: | Musterschool Mustertown |
| Address: | Musterstreet 1, A1234 Mustertown  EU country |

# learning context

|  |  |
| --- | --- |
| The participant currently holds the following position at the sending institution: | |
| Job title: | Senior teacher for information technology and crafts ; data protection officer , head of IT department and Erasmus+ coordinator , school development team |
| Main tasks: | Teaching , contact person for data protection issues in the school , supervision , organization and structuring of the department Information technology , coordination , support and implementation of Erasmus+ projects at the model institution , member in the school development team |

# learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

|  |  |
| --- | --- |
| **Learning Outcome 1: Cultural Understanding** | |
| Relevant subject, skill or competence: | To become familiar with the < EU country > school culture including its values, traditions and pedagogical approaches. To get to know the school environment and curriculum. |
| Description: | Developing cultural understanding and competence in dealing with different educational environments. |

|  |  |
| --- | --- |
| **Learning Outcome 2: Social Competencies** | |
| Relevant subject, skill or competence: | Observe the students working together, find out how the school family participates democratically in the design of lessons and school life. How the inclusion of different groups works. |
| Description: | Gaining insight into the structure of the school attended and making comparisons with our own school. Better ability to address the needs of people with fewer opportunities. Creating a more modern, dynamic, focused and professional environment within our organization. |

|  |  |
| --- | --- |
| **Learning Outcome 3: Digital Learn** | |
| Relevant subject, skill or competence: | Find out how digital learning environments are used in <European country> schools. To what extent is technology embedded in daily lessons, how are the devices maintained, how are students introduced to the digital world. How to use and follow the rules for mobile phones. |
| Description: | Developing future-oriented digital skills that will enable us to face the challenges of today and tomorrow. Improving the skills and quality of our own teaching. |
|  |  |
| **Learning Outcome 4: Career Orientation** | |
| Relevant subject, skill or competence: | Observe and ask how the school promotes the career orientation of its students. |
| Description: | Understanding local needs and how students are supported in their career choices. Exchange with the relevant colleagues and specialist staff on site. |

|  |  |
| --- | --- |
| **Learning Outcome 5: Sustainability** | |
| Relevant subject, skill or competence: | School development. Observe how the school implements this increasingly important aspect of environmental protection. |
| Description: | Developing green skills that will enable our school to face the challenges of today and tomorrow. |

|  |  |
| --- | --- |
| **Learning Outcome 6: Methodology and Didactics** | |
| Relevant subject, skill or competence: | Observe how lessons are prepared and taught. |
| Description: | Improving your own teaching, new ideas and impulses |

|  |  |
| --- | --- |
| **Learning Outcome 7: Teacher Health and Motivation** | |
| Relevant subject, skill or competence: | School development. Observe how the school implements this increasingly important point. |
| Description: | Find measures to increase motivation and satisfaction in daily work. |

# learning programs and tasks

In order to achieve the agreed learning outcomes, the participant will carry out the following activities and tasks during the mobility activity.

[Add or remove activities/tasks for each participant as needed. For virtual or blended mode activities, all content should be provided, including online parts. The table below may be supplemented or replaced by a learning programme in an attached document; in this case, an appropriate reference to the document should be added].

|  |  |
| --- | --- |
| **Activity / Task 1: Tour of the school building/Getting to know the surroundings** | |
| Description: | School building tour, city tour, exchange in discussion groups |

|  |  |
| --- | --- |
| **Activity / Task 2: Observing lessons** | |
| Description: | Attending classes in selected subjects |

|  |  |
| --- | --- |
| **Activity / Task 3: Exchange with employees** | |
| Description: | Discussions with qualified staff on the above-mentioned topics, filling out a questionnaire provided by our school. |

|  |  |
| --- | --- |
| **Activity / Task 4: Getting to know the <EU country> culture** | |
| Description: | Joint activities with colleagues on site |

|  |  |
| --- | --- |
| **Activity / Task 5: [Title]** | |
| Description: | [Give a brief and clear description of the activity the participant will take part in or the tasks he/she will complete] |

# Accompaniment, supervision and support during the activity

## 7.1 Responsible persons in the receiving institution

The following person(s) in the host organisation will have the task of introducing the participant(s) to his/her activities and tasks in the host organisation, providing him/her with practical support, monitoring his/her learning progress, supporting him/her in achieving the expected learning outcomes and helping him/her to integrate into the daily routine and social environment in the host organisation.

|  |  |
| --- | --- |
| First and Last Name: |  |
| Job title: |  |
| E-mail address: |  |
| Telephone number(s): |  |
| Responsibilities: | [Mentor (Main Supervisor) AND/OR Contact Person for Administrative Matters AND/OR Contact Person for Emergency Matters AND/OR Other (please describe)] |

[If more than one person is responsible, please make a copy of the table above for each person. There must be a mentor (main content supervisor), an administrative contact person and an emergency contact person on both the sending and hosting sides (these roles can be performed by the same or different people, but the same people cannot be listed for the sending and hosting organisations). The mentor (main supervisor) must be able to closely accompany the participant and talk to him/her on a daily basis].

## Responsible persons in the sending institution

The following person(s) in the sending institution will be responsible for monitoring the participant's progress and providing content-related or practical support from the sending institution.

|  |  |
| --- | --- |
| First and Last Name: | Maximiliane Musterfrau |
| Job title: | teacher, Erasmus+ coordinator |
| E-mail address: | Musterfrau@Musterseite.de |
| Telephone number(s): | 0123/4567890 |
| Responsibilities: | Supervision and implementation of Erasmus+ projects at the State School, function |

[If more than one person is responsible, please make a copy of the table above for each person. On both the sending and the hosting side, there must be a mentor (main supervisor for content), a contact person for administrative matters and an emergency contact person (these roles can be performed by the same or different people, but the same people cannot be listed for the sending and the hosting organisation). Please note that, in line with the Erasmus Quality Standards for good management of mobility activities, it is strongly recommended that the mentor (main supervisor) is employed by the sending organisation. Delegating this role (e.g. to a supporting organisation) may be considered as a breach of the Quality Standards for core tasks in the project.]

## 7.3 Accompanying persons

omitted

## 7.4 Regulations on care and support

The support and assistance measures include at least the following measures:

* [Activity 1]
* [Activity 2]
* [etc.]

[List the type of support and supervision arrangements that will be put in place, e.g.: planned dialogues, regular reviews of learning outcomes and tasks completed, consultations between supervisors from the receiving and sending institutions, etc.]

# assessment of learning outcomes

After the mobility activity, the participant’s learning outcomes will be assessed as follows:

|  |
| --- |
| **Format of the evaluation:** |
| The participants reflect on and document their skills gains using self-assessments before and after the mobility. The mobility is documented using a questionnaire that is used in all job shadowing assignments. An increase in the areas covered by the program is expected. |

|  |
| --- |
| **evaluation criteria:** |
| Are specified in the questionnaire. |

|  |
| --- |
| **Evaluation procedure:** |
| The participants from the sending institution evaluate the mobility based on self-assessments. In addition, all participants fill out a questionnaire with insights from the mobility that is visible to the school community. |

# recognition of learning outcomes

The learning outcomes achieved by the participant will be recognised as follows:

|  |
| --- |
| **Conditions of recognition:** |
| Formal recognition of the learning outcomes is provided via the “Learning Agreement” document. Full participation in the documented program points by the participants is confirmed. |

|  |
| --- |
| **Recognition procedure:** |
| The sending institution is responsible for the recognition according to the above procedure. The document must be signed in the original (digital and analogue) and documents the results achieved. |

|  |
| --- |
| **Documentation of recognition:** |
| The learning outcomes are recognized via the “Learning Agreement” document. A copy of this is given to the participants and also archived with the project documents. |

# Additional provisions

no response

# signatures

The undersigned confirm that they have understood and agreed to the contents of this agreement.

|  |  |
| --- | --- |
| **participant** | |
| First and Last Name: |  |
| Place and date: |  |
| Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For the sending institution** | |  | **For the receiving institution** | |
| First and Last Name: |  |  | First and Last Name: |  |
| Position: |  |  | Position: |  |
| Place and date: |  |  | Place and date: |  |
| Signature: |  |  | Signature: |  |

*(please be sure to include the location and date!)*

***Please either print out the entire document, sign it and scan it in, or sign it digitally as a PDF. Please do not send a mixed version of scan/PDF, as this will not be accepted. Thank you!***

.\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The following two pages only need to be completed if the relevant funding category “Environmentally friendly means of transport” or “Participants in need of inclusion” applies. Otherwise, please enclose or use the form unchanged.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*



#### Declaration of honor of the grant recipient

#### to mobility with environmentally friendly means of transport

The confirmation is only valid in conjunction with other supporting documents required depending on the activity (e.g. confirmation of participation for courses, learning agreement for individual mobility, learning programme for group exchanges).

Version 1.1 from September 15, 2022

|  |  |
| --- | --- |
| project reference number | **KA121-BY-K-22-59182** |
| Start and end date of the activity (excluding travel days) | **«Project start date» - «Project end date»** |
| Name/OID of the institution / course attended | **«at\_courses\_and\_training\_course\_title»** |
| Address of the institution / venue visited | **«Host\_City»** |
| state | **«Receiving\_Country»** |

For the **majority** of the journey to and from the above mobility, the following climate-friendly mode of transport was used (please tick):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| bus | Train | Car-Pool ( several people in a car) | Bicycle | other sustainable  Mode of transport (please explain ): |
|  |  |  |  |  |

**We hereby confirm, as the authorized signatory and as the traveling person/responsible accompanying person of the sending institution, that a sustainable means of transport as specified above was used for the mobility mentioned above and that the duration of the arrival and departure corresponds to the number of days stated above. We are aware that participants in the mobility must keep any travel documents (tickets) and present them upon request for the purpose of inspection.**

|  |  |
| --- | --- |
| Name and address of the sending institution: | |
| Name of the head of the sending institution or an authorised person.  Dr. Alfons Frey, Director | Name of all persons receiving a travel allowance (in the case of group exchanges: the responsible accompanying person): |
| **Munich, 06.01.25**  **Place, Date, Signature** | **Place, Date, Signature(s)** |



#### Confirmation of participation of persons with fewer opportunities in mobility (page 1 of 2)

The confirmation is only valid in conjunction with other documents that may be required depending on the activity.

(e.g. learning agreement for individual mobility, learning program for group exchanges)

Version 1.0 from May 31, 2022

|  |  |
| --- | --- |
| project reference number | **KA121-BY-K-22-59182** |
| Start and end date of the activity (excluding travel days) | **«Project start date» - «Project end date»** |
| Name of the institution visited |  |
| address of the facility visited |  |
| city / state | «Receiving\_City» , «Receiving\_Country» |

If people with fewer opportunities participate, flat-rate grants of EUR 100 per disadvantaged person can be claimed from the National Agency.

Participants with lower chances:

|  |  |
| --- | --- |
| **type of discrimination according to Guide for Applicants** | **Number** |
| physical disadvantage |  |
| socio -economic disadvantage |  |
| geographical disadvantage |  |
| other type of discrimination |  |
| sum Participants with lower opportunities |  |

#### Confirmation of the participation of people with fewer opportunities in mobility (page 2)

Please explain the inclusion needs of the participants. Please do not mention names or give details.

|  |
| --- |
|  |

**Declaration of honor of the grant recipient**

I hereby certify that the information provided regarding the participation of people with fewer opportunities is correct. I am aware that discrimination must be proven with appropriate documents in examinations by the National Agency or other bodies.

|  |
| --- |
| Name and address of the sending institution: |
| Name of the head of the actual institution of origin (e.g. the school institution): |
| Place, Date, Signature |

**Part II:**

**Supplement to the Erasmus Learning Agreement for Staff Mobility**

**Purpose**

[Use this text if the Learning Agreement has been implemented without changes:] The undersigned confirm that the participant has taken part in the mobility activity for learning purposes as described in the attached Erasmus Learning Agreement and has achieved the learning outcomes specified.

[ Use this text if the Learning Agreement has been implemented with modifications:] The undersigned confirm that the participant has taken part in the mobility activity for learning purposes as described in the attached Erasmus Learning Agreement and has achieved the stated learning outcomes with the following modifications:

[Please describe any changes in the planning of the mobility (e.g. duration, accompanying persons) or in the learning outcomes achieved compared to the attached Learning Agreement. It may be helpful to copy the tables from the Learning Agreement template to list the differences.]

**attachments**

* **Annex I: Learning Agreement (Part I of this document)**

**signatures**

|  |  |  |
| --- | --- | --- |
| **participant** | |  |
| First and Last Name: |  |  |
| Place and date: |  |  |
| Signature: |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For the sending institution** | |  | **For the receiving institution** | |
| First and Last Name: |  |  | First and Last Name: |  |
| Position: |  |  | Position: |  |
| Place and date: |  |  | Place and date: |  |
| Signature: |  |  | Signature: |  |

*(please be sure to include the location and date!)*

**Annex I**

**learning agreement**

*[The beneficiary may draw up a Learning Agreement or use a template provided by the European Commission or the National Agency.*

*Each learning agreement must contain at least the following elements:*

*- The learning agreement is agreed and signed by three main parties: the participant (or legal representative), the sending institution and the receiving institution*

*- Information on the learning mobility, including: educational field, type of activity, mode (physical, virtual or blended), start and end dates*

*- Information on the learning programme for which the participant is enrolled at the sending institution (in the case of learners) or on the current place of work (in the case of staff)*

*- A list and description of the expected learning outcomes*

*- The learning programme and the tasks of the participant in the host institution*

*- Monitoring, care and support arrangements and responsible persons in the receiving and sending establishment*

*- Description of the format, criteria and procedures for assessing learning outcomes*

*- Description of the conditions and procedure for the recognition of learning outcomes and the documents to be issued by the sending or receiving institution to ensure that the recognitions are completed*

*- In case of learner mobility, information on how they can be reintegrated into the sending institution upon their return from the mobility period].*

*You can find the EU Commission's templates for the learning agreement on our website at:* [*https://erasmusplus.schule/service/dokumentencenter#c1073*](https://erasmusplus.schule/service/dokumentencenter#c1073) *.*

**Annex II**

**GENERAL CONDITIONS**

**Article 1: Liability**

Each party to this Agreement shall indemnify the other against all civil liability for any damage suffered by it or its employees as a result of the performance of this Agreement, unless such damage was caused by gross negligence or willful misconduct on the part of the other party or its employees.

The National Agency in Germany, the European Commission or their staff cannot be held liable in the event of a claim arising from the agreement relating to damage caused during the implementation of the mobility period. Any corresponding claims for compensation or reimbursement will therefore be rejected by the National Agency in Germany or the European Commission.

**Article 2: Termination of the Agreement**

If the Participant fails to fulfil his/her obligations under this Agreement, the Establishment shall be entitled, without prejudice to the consequences provided for under applicable law, to terminate or cancel the Agreement without further legal formalities, provided that no action has been taken by the Participant within one month of receipt of a notification to that effect by registered letter.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable, exceptional situation or event beyond the participant's control and not due to his/her own fault or negligence, the participant will be entitled to the amount of the grant corresponding to the actual duration of the mobility period. Any remaining amount will be reimbursed.

**Article 3: Refund**

The financial support or part of it will be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement early, he/she must repay the amount of the grant already paid, unless otherwise agreed with the sending organisation. The latter must be declared by the sending organisation and accepted by the National Agency.

**Article 4: Data Protection**

All personal data contained in the agreement will be processed in accordance with Regulation (EC) No. 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data will be processed exclusively in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of transferring the data to the EU bodies responsible for the investigation and audit in accordance with EU legislation[[1]](#footnote-1) (European Court of Auditors or European Anti-Fraud Office (OLAF)).

The participant may, upon written request, have access to his/her personal data and rectify any inaccurate or incomplete information. He/she shall address any questions regarding the processing of his/her personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint with the European Data Protection Supervisor against the processing of his/her personal data with regard to the use of the data by the European Commission.

**Article 5: Inspections and audits**

The parties to the agreement undertake to provide any detailed information requested by the European Commission, the National Agency in Germany or any other external body mandated by the European Commission or the National Agency in Germany for the purpose of verifying the proper implementation of the mobility period and the provisions of the agreement.

1. For more information about the purpose of processing your personal data, what data we collect, who has access to it and how it is protected, please visit: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement> [↑](#footnote-ref-1)